

URGENT: Timeline, Please Reply (PIE 11)

Hello again!!

Due to the highly critical nature of the information in the email entitled **URGENT: PAAP Submission Timeline (PIE 08)**, sent out on 3/20/03, we need to insure that **ALL** Contact People have read this message. We asked that everyone reply to this email so that we could verify that it had been received and read. I know that this has caused some inconvenience for some people, so let me clarify the important difference between clicking on the "Reply" button and the "Reply to All" button. Clicking the "Reply" button, sends your email **ONLY** to person who sent the email. Clicking on the "Reply to All" button, sends the email to **EVERYONE** in the To: field, in addition to the sender. **PLEASE, PLEASE, PLEASE** do not choose this button, unless you want all 241 Contact People to receive your reply!!!!

I have included two lists below, in addition to a copy of the original URGENT: PAAP Submission Timeline (PIE 08) email.

The first list is of Contact People who have confirmed that they received the email. A big round of applause to these people from Linda, Mona, and myself. If you are on the first list, you do not need to do anything in response to this email.

The second list is of Contact People from whom, we have not received a response indicating that you have read the email. Again, due to the time critical information in this email, it is essential that we know that we have reached you. If your name appears on this list, please send me a confirmation email, or reply to this email, so that I know you have received and read the information provided below (a copy of URGENT: PAAP Submission Timeline (PIE 08)). **PLEASE DO NOT USE THE "REPLY TO ALL" button.** If I have not heard from people on the second list before Wednesday, March 26, 2003, I will have to begin calling to verify receipt. This can be very tedious for all of us, so I would really appreciate it if you reply to this email!

Thank you very much,

**Melanie Furber Bachinski**

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## Original URGENT: PAAP Submission Timeline (PIE 08) Email:

We have been taking some calls concerning the timelines for submitting your PAAPs to Measured Progress. Therefore we are outlining the process for submitting a PAAP here, in this email!

**PLEASE NOTE: THE MAILING INSTRUCTIONS PROVIDED UNDER THE APRIL 16th, 2003 PARAGRAPH BELOW, INCLUDE DETAILS THAT WERE NOT PROVIDED DURING YOUR LAST WORKSHOP SESSION. PLEASE READ THAT SECTION VERY, VERY CAREFULLY!!!!**

**PLEASE NOTE: It is YOUR responsibility to set up your pickup time and date!!!!!!**

### **PAAP Submission Timeline:**

#### **February 2003:**

All building principals in the State received a letter from Keith Pfiefer, Director of Scoring for Measured Progress, listing all students in their building that had Alternate Assessment marked on their MEA booklets. Building principals were asked to cross reference the list from Keith with their own lists and fax the letter back to Keith with any changes, updates, or just to indicate that everything was correct. ***Measured Progress has just informed us that the deadline for submitting changes and updates to this student list is tomorrow, Friday, March 21, 2003.***

#### **Week of March 24, 2003:**

Keith will mail out, to each building principal, one pre-stamped/pre-addressed UPS

mailer with instructions for mailing as detailed below, for every student identified by his/her district as taking the MEA through Alternate Assessment. If the student's teacher(s) has NOT received a mailer for each of their student(s) by the END of March, they should 1) check with the building principal to see if the mailer has arrived and, if not 2) call Keith Pfeifer at (800) 431-8901.

**April 16, 2003:**

ALL PAAPS MUST BE AT MEASURED PROGRESS IN NEW HAMPSHIRE ON THIS DATE. To do this, we encourage you to get your mailers to UPS by ***Friday, April 11, 2003. It is YOUR responsibility to set up your pickup time and date!!!!!!*** Measured Progress is providing three options to get your PAAPs to them:

1. If you have regular UPS delivery, you can give your PAAPs, in their provided mailers, directly to your regular delivery person;
2. You can drop off your PAAPs, in their provided mailers, at the nearest UPS or MailBoxes Etc. facility; or
3. You can call Measured Progress at (800) 431-8901, and they will schedule the pick-up of your PAAPs in their provided mailers.

I am asking all Contact People to please reply to this email, you do not need to write anything, just hit the reply and send buttons, so that I know that everyone has received this very important update. As usual, do not hesitate to call or email if you have any questions about the above steps! This email will be posted on our website by 11:00 am, Thursday, March 20, 2003 for referencing.

PAAP Website: <http://www.state.me.us/education/lsalt/altassess.htm>

Thank you,

**Melanie Furber Bachinski**

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